

Section 1 The Basics

By The End Of This Section You Will Be Able To Identify

- Title Bar
- Ribbons
- The Access window
- Ask a Question

Guide Information

Introduction

Access 2010 is a powerful Database application that allows users to produce tables, forms, queries and reports within a database it can also contain calculations, graphs, pictures and files.. access to web data and sharepoint information is available to be built in to the database an extremely powerful database application.

All graphics related to Microsoft in this book is in compliance with Microsoft guidelines and thus permitted by Microsoft.

How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Access 2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

Instructions

Those who have already used a database before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

Keyboard

Keys are referred to throughout the manual in the following way:

ENTER – Denotes the return or enter key, **DELETE** – denotes the Delete key and so on.

Where a command requires two keys to be pressed, the manual displays this as follows:

CTRL + [P] – this means press the letter “p” while holding down the Control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are **referred** to, the manual will refer you to the Ribbon –

E.G. “Choose **HOME** from the Ribbons and then **B for bold**”.

When dialogue box options are referred to, the following style has been used for the text –

E.G. “In the **PAGE RANGE** section of the **PRINT** dialogue, click the **CURRENT PAGE** option”

Dialogue box buttons are Emboldened – “Click **OK** to close the **PRINT** dialogue and launch the print.”

Notes

Within each section, any items that need further explanation or Points for extra attention devoted to them are denoted by shading. For example:

“Access will not let you close a file that you have not already saved changes to without prompting you to save.”

OR

“Access will not let you close a file that you have not already saved changes to without prompting you to save.”

Tips

At the end of each section there is a page for you to make notes on and a “Useful Information” heading where you will find tips and tricks relating to the topics described within the section.

The Access Screen

WINDOW BORDER The box that surrounds the Access screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

TITLE BAR The coloured bar that appears at the top of the Access window. The title bar tells you which application you are using and if the document you are in is maximised, it will also contain the name of the document. If the Access window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Access window to a new location on the screen.



MAXIMISE BUTTON When working in a document, the Access screen contains two windows, an application window and a document window. You can maximise both windows to capitalise on the space you have on-screen. If you would like the window that your Access application is in to fill up the whole screen, click the outermost maximise button. You may find that the document you are in can still be bigger – click the inner maximise button to fill the remaining space within the Access application window.



MINIMISE BUTTON This button is very useful if you need to temporarily switch from Access into another application without closing Access down completely. Click the minimise button to shrink Access to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the Access icon from the task bar to resume. The innermost minimise button will minimise the current document window.



RESTORE BUTTON This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.

CLOSE BUTTON This button is used to close a window. If you click the close button for a document window you close the document. The last button will close the Access application.



DIALOGUE BOX LAUNCHER this button launches dialogue boxes specific to the part of the ribbon you see them the category will be named such as font, **CLIPBOARD**, etc

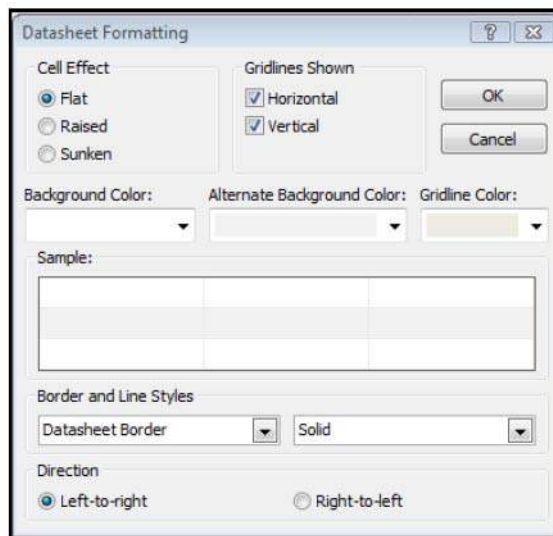
BACKSTAGE VIEW – FILE RIBBON is the start of Access and has many important commands and option. Such as Access settings, opening, saving, printing and closing files. This will be looked into much further later in the manual.

Access Window Components

Access 2010 appears as displayed below when a new database is created..There is a pane on the left to help all objects created within access and on the right the main work window to edit and create those objects such as tables and forms etc.

► To Activate a Button on the ribbon MOUSE

1. Click the left mouse button on the required tool.



Dialogue Box



To open a dialogue box use the **DIALOGUE BOX LAUNCHER** when the dialogue box is open, make a choice from the various options and click OK in the dialogue box. If you wish to change your mind and close the dialogue box with out making a choice then click on **CANCEL**. The dialogue box will close without any choice being applied. If you would like help while the dialogue box is open then click on the “?” in the top right hand corner this will bring up a help window that will display there levanttopics

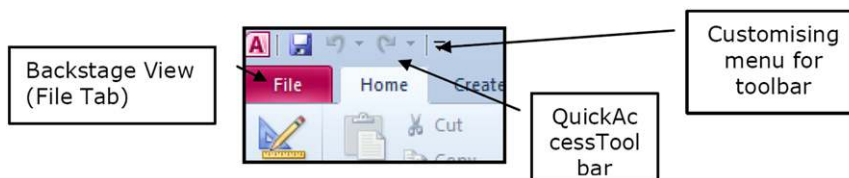


Groups

Look at a group type on the ribbon such as font and in the bottom right hand corner of that group you may see a small box with a narrow, clicking this is an other method to callup a dialogue box, this time, directly from the ribbon. Many dialogue boxes may be more familiar if you have used Access before.

Toolbar

There are only two tool bars with in the new version of Office 2010 there is the quick access tool bar seen here next to the File tab, and there is the mini toolbar

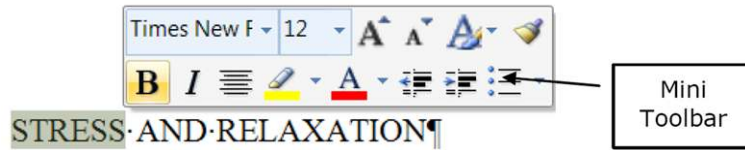


Quick Access Toolbar

By default there are only three buttons on the quick access tool bar but these can be edited and other regularly used buttons can be placed there. Using the drop down menu next to the quick access tool bar will allow the customisation of this toolbar adding your most often used commands.

Mini Tool bar

When ever text is selected within Access a small formatting tool bar will appear above the highlighted text it will disappear if the mouse cursor is move away from the tool bar and will reappear when the mouse cursor is moved over the highlighted text again



Status Bar



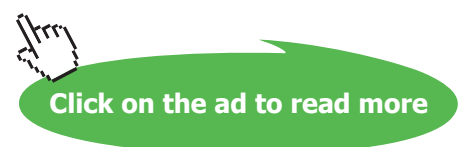
The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which view you are currently in, to the right are quick options to see which views are available and to change the view you are in E.G. Design



"I studied English for 16 years but...
...I finally learned to speak it in just six lessons"
Jane, Chinese architect

ENGLISH OUT THERE

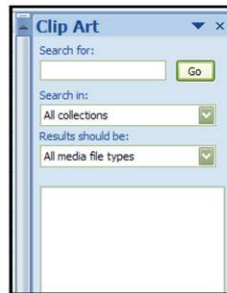
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view, form view or datasheet view..Also information about the status of Access, if any particular lock keys are enabled on your keyboard, which view is currently active, and more.

Task Pane

At ask pane is a window that collects commonly used actions in one place. The taskpane enables you to quickly create or modify a file, perform a search, or view the clipboard.



It is a Web-style area that you can either, dock along the right or left edge of the window or float any where on the screen. It displays information, commands and controls for choosing options. Like links on a Webpage, the commands on a taskpane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you unthem with a single click.

At ask pane is displayed automatically when you perform certain tasks, for example when you choose clipart from the **INSERT**, Ribbon, to insert a picture

Ribbons Explained

One of the biggest changes in Access 2010 is the removal of menus. Instead of having a list of menu commands to choose from (including a number of options that are greyed out and not accessible), Access 2010 features a more intuitive control system of tabs. Each tab contains a certain group of commands relevant only to the tab. The commands are listed in the ribbon.

Consider the **HOME** ribbon tab that is selected in the diagram above. Beneath the tab is a listing of all commands that are performed most often on the currently selected object, contained in what Microsoft refers to as the ‘ribbon’:

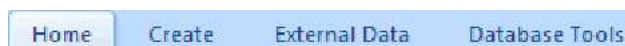


The ribbon was designed to allow access to all functionality of a tab at once. Also, the commands in the ribbon are only the commands that are available for use at the time.

We will learn in this lesson how the ribbon works and some of the tools that are available.

About Ribbons

There are two main types of ribbons: general (or command) and contextual. The general ribbons (and corresponding tabs) are always visible when you are viewing a database file in Access:



Command Tabs

Along the top of the window are the command tabs:



In the past, the Office package made use of menus that contained a listing of commands. At their core, the command tabs are essentially the same thing as menus but with a few big changes. For starters, the grouping of commands in tabs is much more intuitive. The commands listed under each tab are also the only commands that are applicable to your current view of the database.

Access 2010 takes this one step further with the addition of contextual tabs. The tab labelled Fields and Table are a subset of the table tools and appears only when you have selected a table in Datasheet view. These tabs will contain even more specific commands that can be used on a table being viewed and will only be visible when a table is being viewed.

The command tabs listed here include many of the most common commands you will perform in Access. The Home ribbon contains the majority of the most common tasks including the ability to switch views, formatting, and filtering of data. If you want to make a new database object, click the Create tab and select the object you want to make. The External Data command tab gives you all the flexibility to import and export data to and from your database, computer, and network. The Database Tools tab gives you the ability to manage the data in your database, create macros, and view relationships.

Contextual Tabs

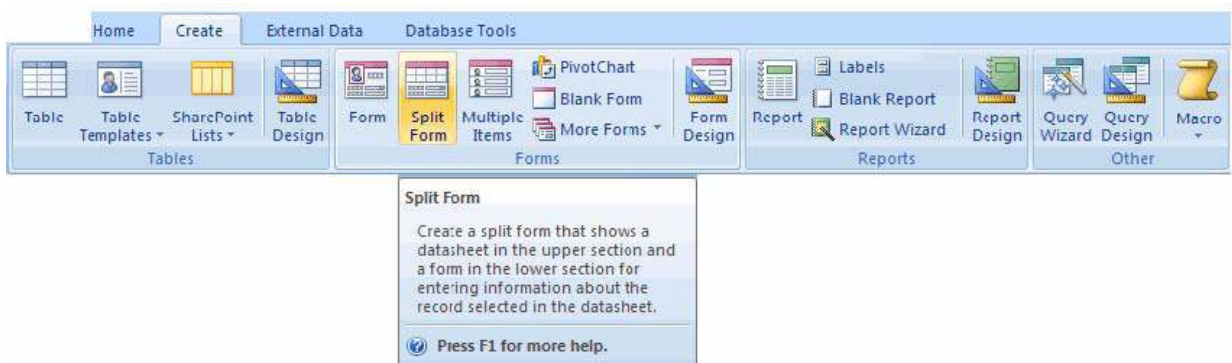
Contextual tabs appear only when a certain type of database object is selected (or brought into context). For example, if you are looking at a table in datasheet view, a contextual tab will appear showing you the commands you can perform on the table while only in datasheet view:



When using a command in the ribbon, simply click it with your mouse. The command will be performed, or the appropriate tool or dialogue box will appear to help you perform the task. If you are unsure what a certain command does, point to it, but do not click it.

Tips

After a quick moment a description will appear. This is true for most of the commands:



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Navigation Pane

On the left side of the Access window is the Navigation Pane. It is always visible on the left side of the screen, but can be expanded (↔) or shrunk (⏪) by clicking the double arrows. The Navigation Pane allows quick and easy access to any of the database objects.

Click the pull-down arrow beside the Navigation Pane title (⌵) to show a list of all object categories:

Object Tabs



In previous versions of Access, any open database object was opened in its own window and designed to ‘float’ inside the Access Screen. When several database objects were open at once, it was difficult to navigate through all of the windows easily. Access 2010 has solved that problem by using tabs:

Simply click any of the tabs visible on the top to show the database object. Opening many database objects will create left and right facing arrows (◀ and ▶); click on the arrow to scroll that direction through the open database objects. If you want to close an object you are no longer using, click the Close button (✕) located beside the tabs.

About Smart Tags

Smart Tags, first introduced in Microsoft Office XP, make it easier for you to complete some of the most common tasks in Access 2010 and provide you with more control over automatic features.

You do not have to complete any additional steps to make the Smart Tags appear or disappear in Access. The Paste Options, AutoCorrect Options and AutoFit smart tags appear automatically to allow you to quickly choose actions and remain in place until you begin another action. For example, when you complete a paste operation, the Paste Options smart tag (below) remains in place alongside your text until you begin typing new text.



A “smart tag” is a type of button in Microsoft Access 2010 that appears after certain actions, such as an automatic text correction or a copy-and-paste, have taken place. The button has a menu of options that help you control the result of the action. For instance, if Access automatically capitalizes the first letter of a word, but you want the word lowercased in this instance, you can click the “undo capitalization” option on the button menu to reverse the action.

Access includes several of these smart tag buttons. They function similarly but their look can vary and each has a specific purpose.

Auto correct Options Smart Tag



The AutoCorrect Options Smart Tag appears after an automatic correction or change, such as a lowercased letter that's changed to a capital or a network path that's converted to a hyperlink. The Smart Tag shows as a small, blue box when you rest the mouse pointer near text that was changed; it then becomes a button icon which, when you point to it and click it, displays a menu. If you don't want the correction, use the options on the menu to undo it; turn off this type of correction completely; or connect to the AutoCorrect dialogue box to adjust settings.

Paste Options Smart Tag



The Paste Options Smart Tag gives you greater control and flexibility in choosing the format for a pasted item. The Smart Tag appears just below a pasted item, such as text, a table, or a slide, with options for formatting. For example, if you copy and paste a slide and insert it after a slide that uses a different design template, you can choose to retain the original design for the slide or let the pasted slide assume the design of the slide it now follows.

Autofit Options Smart Tag



The AutoFit Options Smart Tag appears when Access resizes text you're typing to make it fit the current placeholder. If you don't want the text to be resized, you can select options on the Smart Tag menu to undo the resizing or to connect to the AutoCorrect dialogue box to turn AutoFit settings off. Also, for single-column layouts, you can change to a two-column layout, start a new slide to accommodate the text, or split the text between two slides.

Automatic Layout Options Smart Tag



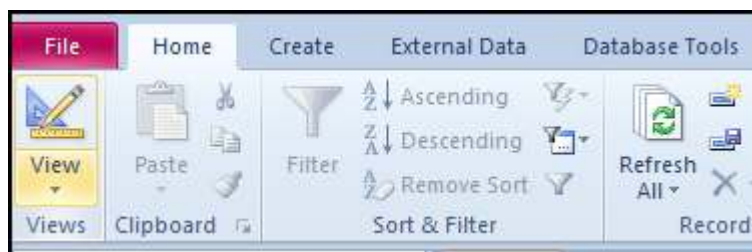
The Automatic Layout Options Smart Tag appears after you insert an item, such as a picture, diagram, chart, or table, that changes the initial layout of the slide. To accommodate the added item, Access will automatically adjust the slide layout. If you want, use the options to undo the automatic layout or turn it off completely.

New Features In Access 2010

If you are familiar with previous versions of Access, there are a large number of new features and a completely new interface in Access 2010. If you have never used Access before, don't worry – you will quickly become very familiar with these commands as time goes on!

New Interface Design

Commands hidden in four different menu layers are a thing of the past with Access 2010. Commands are now organized using a new action tab scheme. Under each tab are the commands relevant to the action described on the tab. This command set is referred to as the 'ribbon.' Finally, Access 2010 features contextual tabs showing data that is relevant only to the current object you are working on. We will explore the new interface in more detail later.



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New Template Categories

Access 2010 features eleven new templates, each with their own defined tables, forms, reports, queries, and relationships. They are designed to let you start working right away, but are also completely customizable.

More Intuitive Sorting and Filtering

Access 2010 lets you pick from several predefined sorting methods with just a couple of clicks. Access also features a contextual quick sorting method using plain language. For example, if you have a column of numbers, Access can sort them Smallest to Largest. If you have a column of dates, Access can sort them from Oldest to Newest.

New Layout View

When working with forms and reports, Access 2010 features an in-between view called Layout View. It allows you to see a live form or report with real data in it, but also lets you adjust the position of certain elements in your form or report on the fly. You can also define 'mini layouts' that allow you to move several controls as a group. Access still features the more in-depth Design view, used to fine tune every aspect of a control.

Enhanced Tooltips

When you hover your mouse above certain command icons, Access 2010 lists the command name, a short description of the command, and an example (if applicable). (Tooltips in previous Office programs listed only the command name.)

Automatic Calendar

When entering information into a Date field, a small icon will appear allowing you to choose a date from a small calendar. This eliminates the need to enter a date as 03/22/2010 – just open the calendar and pick the date!

Rich Text in Memo Fields

If a table makes use of a memo field, data can now be stored as something other than plain text. Using an HTML-based text format, Access lets you automatically add colours, sizes, and formatting to the text in a memo field.

Quickly Create New Objects using the Insert Tab

In previous versions of Access, you had to move and minimize windows to find the Database window, pick the category of database object, and then choose to create a new object. With the Insert tab and ribbon, you can create a form based on a table with only two clicks (versus as many as a dozen clicks in the past).

If you need a new table at any point, simply click Table on the Insert tab and start entering data. Access 2010 even lets you paste data directly from a Microsoft Excel spreadsheet. Data types and formatting will be found and preserved automatically.

Total Row in Datasheet View

Every table in Datasheet view features an automatic Total Row at the bottom. You can find the sum, count, average, maximum, minimum, standard deviation, or variance using the Total Row.

Field Templates

In the past, it was potentially a long and tedious task to mould a number data type into a usable field for your organization. Now, you can simply click and drag a predefined field from a list right into your table at any point.

Field List Task Pane

When creating a query in previous versions of Access, each table had to be inserted into Design view in order to use various fields. Now, all fields in all tables are visible in a list. Just drag and drop the ones you need.

Split Forms

A Split Form is new to Access 2010; it combines Datasheet and Form view together as one. The Datasheet view can be placed on the top, bottom, left, or right side of the Form.

Multivalued Fields

A single field can contain multiple values in Access 2010. Imagine you have a product that falls into a few different categories. In previous versions of Access and other database management programs, this would have required a many-to-many relationship to be defined. Access 2010 handles this complicated background relationship with only an extra click when designing a field.

Attachment Data Type

If you want to e-mail a document to a co-worker or some pictures to family members, the files would be sent as an attachment to the e-mail. Access 2010 features a similar attachment data type that can hold documents, charts, sound files, binary files, or any other type of file. Attachments are also automatically compressed when necessary to reduce the overall size of the database file.

Alternating Background Colour

Datasheet view, reports, and long forms now feature the ability to alternate the background colours of each row. Long lists of data become much easier to read!

Navigation Pane

The Navigation Pane is an ever-present feature on the left side of the Access window. It contains a listing of all objects currently contained in the database. The Navigation Pane can also be collapsed to make more room in the window.

Embedded Macros

Though macros go beyond the scope of this manual, macros in Access 2010 are stored inside a database object instead of being a separate object. This makes these macros much safer to use.

Newly Designed Help

Office 2010 makes wide use of Office Online, a resource on the Internet to find help on a certain topic. Access 2010 also has different help levels; if you are an end-user rather than a developer who makes database code, you can tailor the help file to search only the more basic topics.

Increased and Enhanced Connectivity

One of the goals of Office 2010 was to create a centralized location where members of your organization can meet and share data over the Internet. Though many of these features are more advanced topics of Access not covered in this manual, Access features a huge variety of SharePoint services. Access lets you:

Collect data from Microsoft Outlook

Store and retrieve data on a SharePoint server

Integrate with SharePoint Workflow services

Retrieve data from linked SharePoint lists

Store a SharePoint list offline for use away from your organization

Create and save import or export operations if you perform the same online task multiple times

Export Data to PDF or XPS

You can export a form, report, or datasheet as a PDF (Portable Document Format) or XPS (XML Paper Specification) to easily print, post, and e-mail regardless of the computer platform your intended recipient(s) are using.



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One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift".

New Report View

Report view allows you to browse your report without having to print or preview it. You can also sort and filter records on the fly.

Enhanced Group, Sort, and Total Feature

You can apply new grouping and sorting levels much easier with Access 2010. Grouping is done following a natural sentence structure; you simply fill in the blanks along the way.

Additional Security Features

Though many of the security features go beyond the scope of this manual, Access 2010 (and indeed the entire Office 2010 suite) features a number of security enhancements and SharePoint services. This functionality includes:

Enhanced security by disabling macros and code only until needed

Revision tracking to see who modified what and when

Permission setting to restrict data modification

Restore deleted data from the SharePoint Recycle Bin in case of accidental deletion

Open forms and reports using SharePoint even if Access is not open on your computer

Keep track of changes made to memo fields

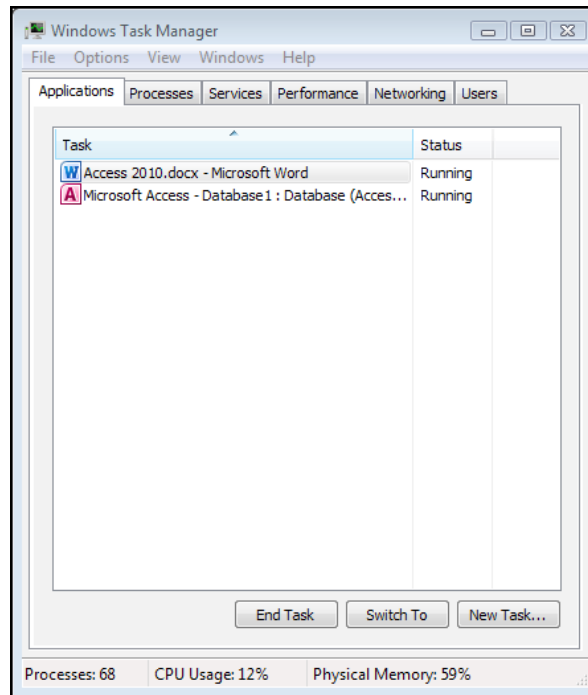
Access and Windows

The Microsoft Office packages were primarily designed to run in the Microsoft Windows operating system. Further iterations of the Office package have been ported for use in other operating systems, such as the Macintosh operating systems. Because the Office package is designed to run in a particular environment, it is also capable of using some features of the operating system (as well as being limited by some of the operating system's shortfalls!). In this lesson we will explore the operation of Access 2010 as a whole.

Recovering Access

Despite the best efforts of network administrators, programmers, and home users, there will inevitably come the time where something will go wrong. Viruses, spyware, power outages, and equipment failures can cause havoc if you are unprepared. However, you do have some tools available to use if you get stuck while using Access. Much of the data manipulation done in Access is saved automatically as soon as a particular operation has completed. For example, when you add data to a table, it is saved in the table as soon as the cursor moves to another field.

The other manual operations that can be performed in Access, such as the development of macros, forms and reports, must be saved by the user. However, Access does have a general AutoSave feature that is used every 10 minutes to save any work that has been done.



Should Access itself seem unresponsive, there might be a number of causes. If your computer is experiencing heavy network traffic or processor load, some operations regarding Access are placed in a priority queue. With the speed and capability of today's computers, this delay will likely be minor. Nonetheless, the best first option is to wait for a few moments. If you see no activity, try opening another program on your computer. If the other program does not start, then your computer is likely stuck in a processing loop somewhere.

Task Manager

Pressing **CTRL + ALT + DELETE** in the Windows 2000/XP environment will open the Task Manager. Check the Applications tab. Should you see (Not Responding) beside Access or some other program, highlight the program in the list and click End Task. If you don't see any unresponsive programs, it may be a background process. Click the Processes tab. Scroll up and down through the list of processes. You see one program with a 99% CPU usage, that process is likely stuck. Highlight the process and click End Task.

If you manage to close Access without having to restart your computer, Access will have saved a backup file in the same folder as the original working file. The backup file will be named filename_Backup.

If worst comes to worst and you cannot shut down Windows or end a process, you must physically power off or restart your computer.

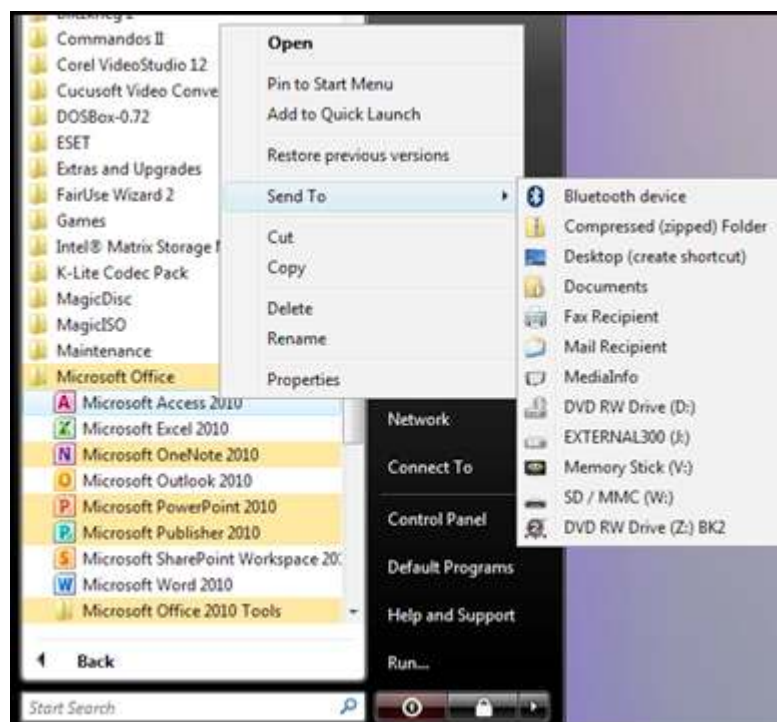
Starting Access On Windows Boot

Microsoft Windows contains a special folder in which you can add a program shortcut to have that program start every time Windows starts. Your computer may already have certain programs that start when you computer starts, such as antivirus and instant messaging software.

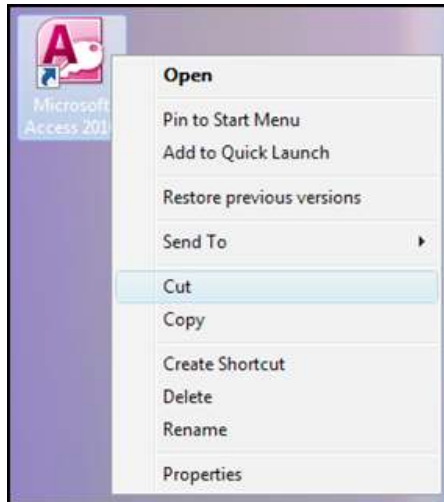
► To have Access 2010 start when your computer starts.

MOUSE

1. Locate the icon you use to start Microsoft Access 2010 normally, such as in the Start Menu.
2. Right click on the icon, point to Send To, and then click Desktop:



3. Once the icon has been created, or if you already have an icon on your desktop, right-click the icon and select CUT:



4. Browse to the following folder on your computer:

C:\Documents and Settings**<Your User Name>**\Start Menu\Programs\Startup

OR IN VISTA

C:\Users**<Your User Name>**\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup

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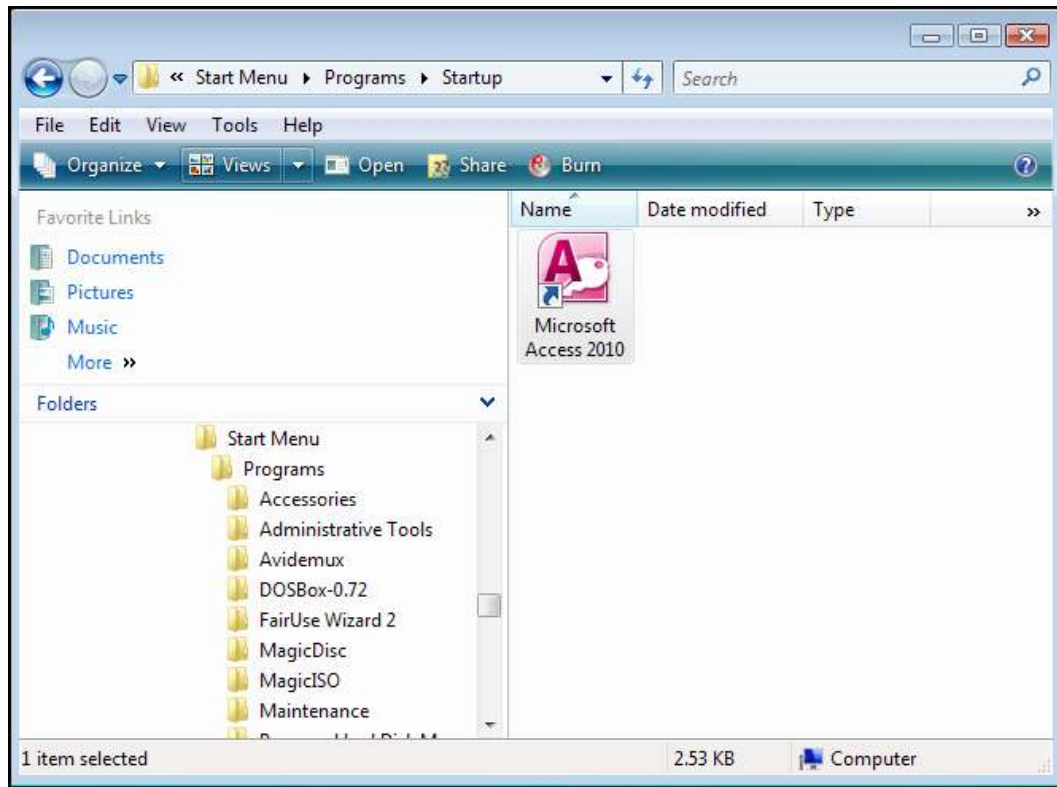
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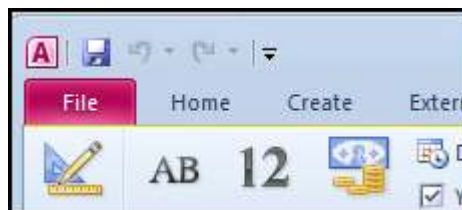
- Paste the icon into the folder:



- Every time your computer starts, Access will start as well. You can do this for any program on your computer.

But be careful – adding too many programs will significantly lengthen the time needed to boot your computer. Plus, if you want to use your computer for a presentation or something other than the programs in the Startup folder, you must first wait for all of the programs to open before you can close them and free up system resources.


Using the Quick Access Toolbar




In the previous lesson, we introduced the new layout changes to Access 2010. In this section, we will learn a little bit more about each part of the new interface and how it works. This lesson will focus on features and customization options available with the Quick Access toolbar, located in the upper left-hand corner of the screen:

About The Default Buttons

Access features three default commands in the Quick Access toolbar:

Save 

Saves the most recent changes to the current database file.

Print 

Opens the Print dialogue box allowing you to adjust different print settings.

Undo 

The Undo command will revert most changes made in Access. For example, if you made a formatting change to a form that you were not happy with, click the Undo button to go back one command.

There is a small pull-down arrow beside the Undo button; click this to see a listing of the last few tasks that were performed. Click any task in the list to undo all commands to that point.

Adding Buttons

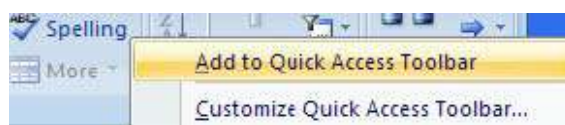
As you become more familiar with Access you might find it handy to have another command quickly available for use. Though the command tabs and ribbon significantly reduce the number of clicks it takes to do something, you might want to have a particular command always available. Access allows you to add the command to the Quick Access toolbar.



For example, some of us have difficulty with spelling. Fortunately, many programs (including Access) feature a spell checking feature. In Access 2010, the spell checking feature is located in the Records section of the Home command tab:

► To add this command to the Quick Access toolbar,

MOUSE

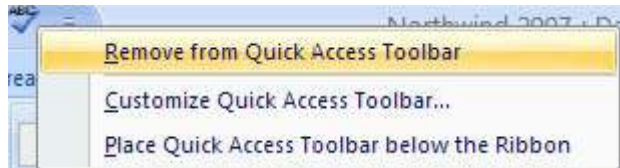


1. Right-click the Spelling command and click 'ADD TO QUICK ACCESS TOOLBAR.'



- 2. The command (denoted by the small 'ABC' icon) will be placed in the QUICK ACCESS toolbar:

Removing Buttons



If you no longer use a certain command or your Quick Access toolbar is getting a bit too filled with icons, you can remove them easily at any time.

An advertisement for the AXA Global Graduate Program 2015. It features a close-up portrait of a young woman with red hair. The background is split diagonally from the top-left to the bottom-right. The top-left portion is dark with a red diagonal stripe. The bottom-right portion is white and contains the text: '> Apply now', 'REDEFINE YOUR FUTURE', 'AXA GLOBAL GRADUATE PROGRAM 2015', 'redefining / standards', and the AXA logo. A small vertical text 'agence c&is - © Photonostop' is visible on the left side of the woman's portrait.

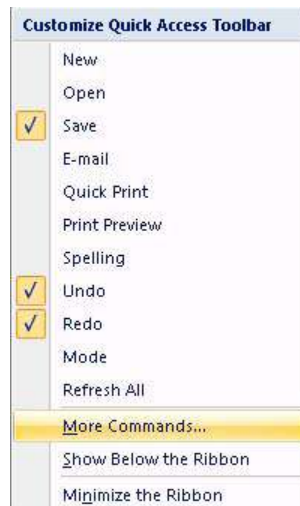



► To remove a button

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3. Right-click on any icon you no longer use and click **REMOVE FROM QUICK ACCESS TOOLBAR:**

Customizing The Toolbar



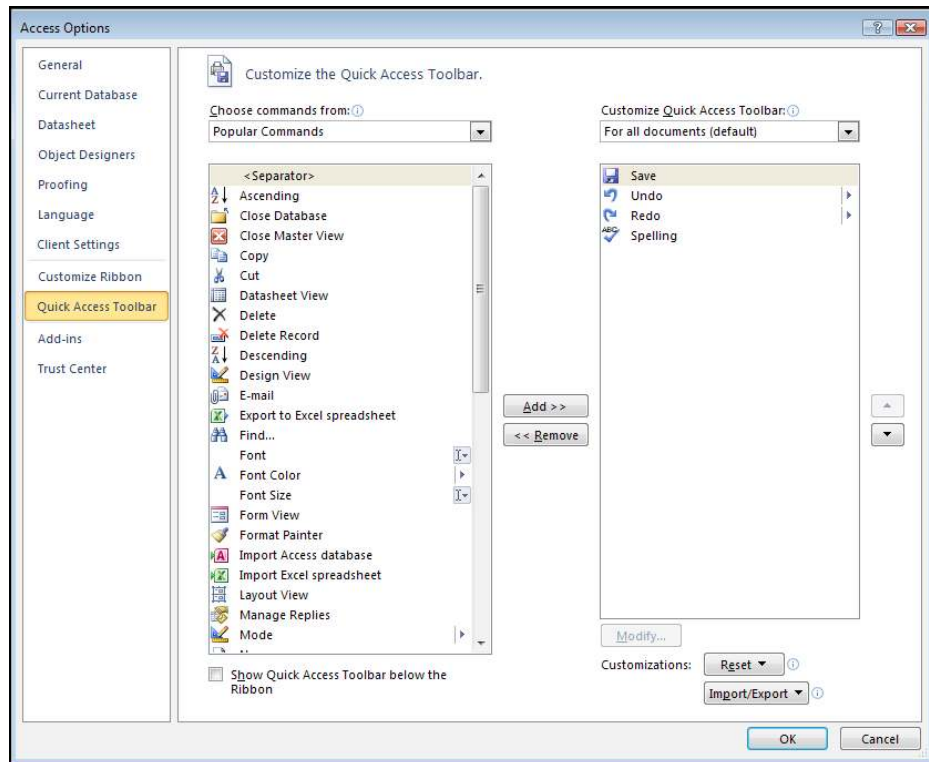
As you gain familiarity with Access (and other Office 2010 programs) you have the ability to customize how the Quick Access toolbar looks all at once versus having to add icons one by one. To do this, click the small pull-down arrow () located on the far right of the Quick Access toolbar and click More Commands:

Note that you can click any command listed here to add that command to the toolbar. The commands that are already checked are those on the toolbar; simply click them to remove them.

► To customise the toolbar

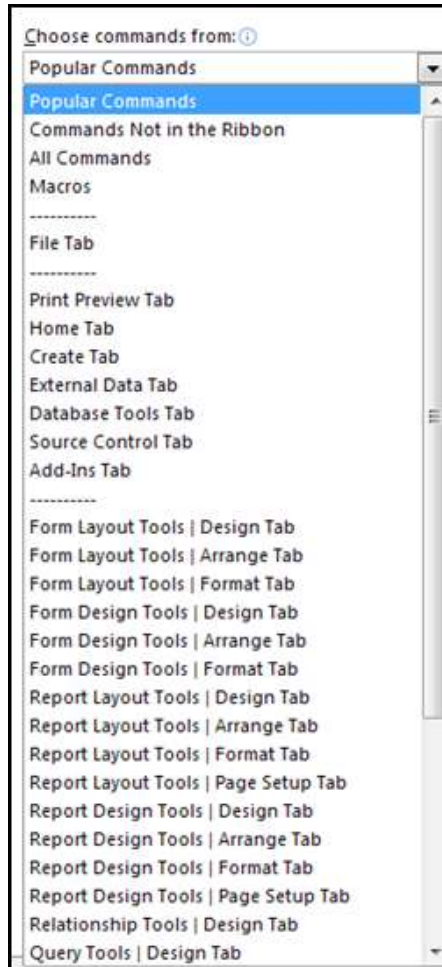
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1. When you click **MORE COMMANDS**, the Customize dialogue box (found in the Access Options) appears:

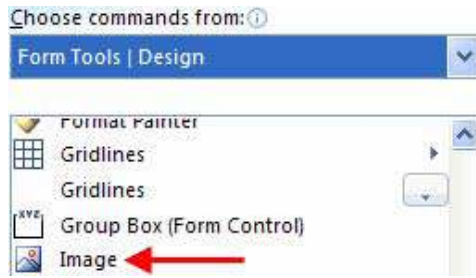


This window gives you the ability to add any of the functionality from any command tab or contextual tab you like to the Quick Access toolbar.

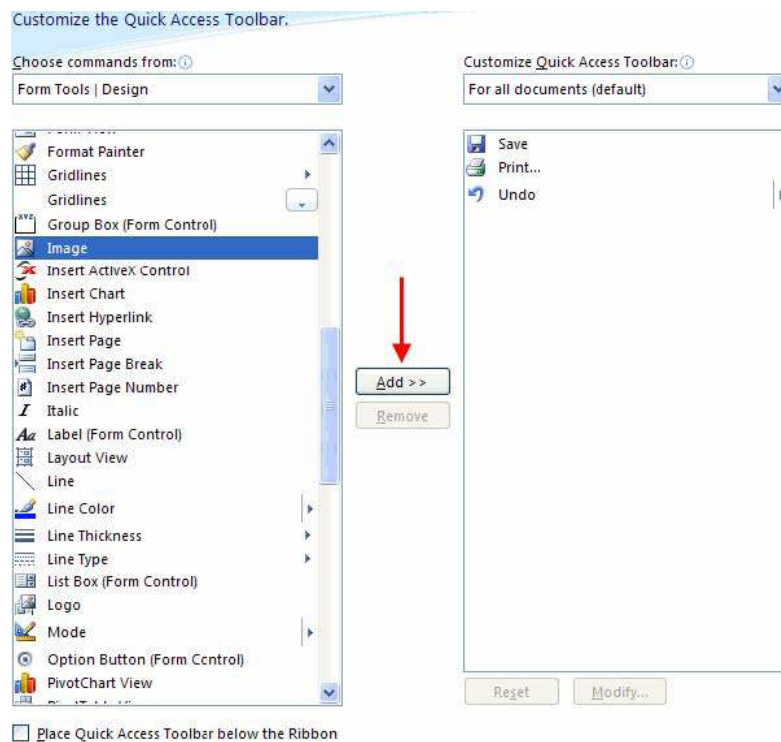
2. Click the pull-down arrow beside the **CHOOSE COMMANDS FROM** combo box:



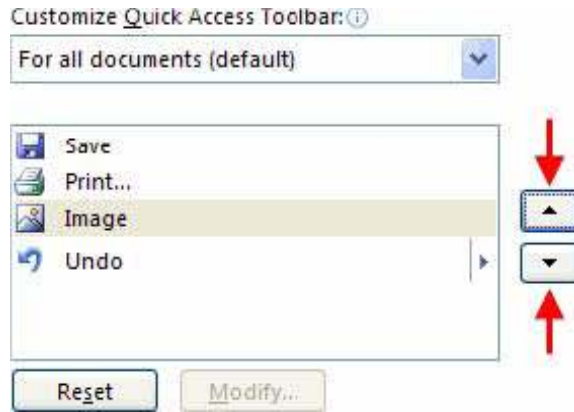
3. The first category (File Tab) is all commands accessible via the File Tab. The next seven tabs are the main command tabs, the majority of which are visible when working in Access. (Some command tabs might not be visible at the time, depending on what you are doing with your database.) The third section of options are all of the contextual tabs that appear only when you are working with a specific database object. The final section deals with macro commands, other miscellaneous commands, and a listing of every command in Access.
4. Pick a listing from a particular category in order to see the commands it contains. For example, imagine you are going to make heavy use of pictures and diagrams in a database form. To do this, you will need to import each picture one at a time. Therefore, you may find it easier to add the **INSERT IMAGE** icon to the Quick Access toolbar so it is always accessible.
5. Select the **FORM TOOLS - DESIGN** option and then scroll down the list of options until you find **IMAGE**:



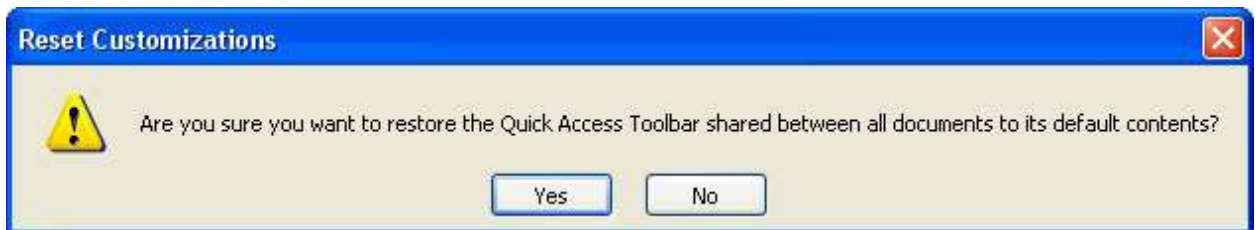
6. Click the Image icon to highlight it and then click the **ADD >>** button located in the middle of the window:



7. This will add the Image tool to the Quick Access toolbar list on the right-hand side of the window. By default, the command is inserted at the bottom of the list (under the Undo command).
8. You can change the order of any icons in the list by selecting an item in the Quick Access toolbar list and then clicking the up and down buttons on the right side of the list. Simply click an item in the list you would like to move up or down and then click the corresponding directional button:
9. Items listed top to bottom will be displayed from left to right in the Quick Access Toolbar. To remove an icon from the list, select the icon and click the Remove button in the middle of the window.



10. If at any point you want to return the Quick Access toolbar back to its original configuration, click the **RESET** button:
11. This will remove all icons except for the original three (Save, Print, and Undo).



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